

# UI Benefits Work Search Requirements FAQs

## 1. What are the work search requirements to remain eligible to receive UI Benefits in the District of Columbia?

The Department of Employment Services (DOES) will be enhancing and enforcing strict work search compliance measures as mandated by a recent change in federal law.

After a claimant files for and is determined monetarily eligible to receive unemployment benefits, he or she must continue to make a concerted effort each week to find suitable employment while receiving benefits.

**Failure to conduct a thorough work search (through seeking and applying for employment) or refusing to accept suitable work will affect your eligibility and may result in a denial of benefits.**

Work search requirements for the District of Columbia are as follows:

- You **MUST** contact at least **two (2)** employers each week to inquire about job openings.
- You **MUST** keep a detailed written record of the employers you contact each week. This includes:
  - Date of job search
  - Accurate contact name and phone number of the employer, if visited in person or contacted via telephone
  - Accurate contact name and e-mail address or fax number of employer, if applying for a job via e-mail or fax
  - Accurate web address, if applying for a job on-line
  - A copy of your job application, if applicable
- You **MUST** provide your written work search records to DOES upon request.
- You **MUST** be registered for work through your local DC Works! One-Stop Career Center.
- Your work search **MUST** begin the week following the week in which your claim was filed.

For more information on **all** eligibility requirements to receive UI benefits, please refer to your [Claimant's Rights and Responsibilities Handbook](#).

## 2. Will DOES check my work search records?

Yes. DOES verifies work search activities. We may ask for evidence of your work search efforts at any time. Periodically, you may be required to report to a DC Works! One-Stop Career Center to demonstrate your work search activities by providing documentation of your work search efforts. You must, therefore, keep an accurate and detailed record of your weekly work search activities.

### **3. What happens if I cannot provide evidence of my work search activities?**

If you do not have all of the details of your work search, you **MUST** provide an **acceptable** explanation as to why the information is not available.

**If you cannot provide evidence of your work search activities or if an employer or other contact listed disputes or cannot verify reported information, you may be determined ineligible for benefits for the benefit week(s) in question, and your benefits could be suspended indefinitely until the records of your weekly work search activities are in compliance with these requirements.**

Protect your eligibility for benefits by keeping a detailed record of your work search. Provide as much information regarding your contacts and applications as possible.

# WORK SEARCH LOG

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

**YOU ARE REQUIRED TO MAINTAIN AN ACTIVE LOG FOR EVERY WEEK YOU CLAIM BENEFITS.  
YOU MAY BE ASKED TO PROVIDE A COPY OF YOUR WORK SEARCH RECORDS AT ANY TIME.  
FAILURE TO DO SO WILL DELAY OR INTERRUPT YOUR UNEMPLOYMENT BENEFITS.**

1. WEEK BEGINNING SUNDAY ____/____/____ THROUGH SATURDAY ____/____/____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
2. WEEK BEGINNING SUNDAY ____/____/____ THROUGH SATURDAY ____/____/____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
3. WEEK BEGINNING SUNDAY ____/____/____ THROUGH SATURDAY ____/____/____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
4. WEEK BEGINNING SUNDAY ____/____/____ THROUGH SATURDAY ____/____/____					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT *	POSITION	RESULTS OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd
	URL:	Phone:		Job #:	<input type="checkbox"/> Conf Email Rcvd

T = TELEPHONE      P = IN PERSON      \* METHOD OF CONTACT      R = RESUME      A = APPLICATION      I = INTERVIEW      N = INTERNET